



### GENERAL ALLOWANCE CLAIM

VOUCHER NO -

**NOTE:** THE USE OF THIS FORM IS RESTRICTED TO ONE KIND OF ALLOWANCE PER SHEET AND IS NOT TO BE USED FOR ALLOWANCES FOR WHICH FORMS HAVE ALREADY BEEN PROVIDED.

BATCH NO -

**FORM # 23 - FAMILY REUNION TRAVEL (FRT) - TRAVEL BY PARENT(S) IN LIEU OF ENTITLED TRAVELLER(S)**  
*EFFECTIVE 01 JANUARY 2006*

SN \_\_\_\_\_ RANK \_\_\_\_\_ NAME \_\_\_\_\_  
 CURRENT UNIT \_\_\_\_\_ COS DATE \_\_\_\_\_ TED DATE \_\_\_\_\_  
 HEADQUARTERS CITY (MEMBER'S LAST POST IN CANADA) \_\_\_\_\_

**TRAVELLERS: Mother  and/or Father  WILL BE TRAVELLING IN LIEU OF:**

NAME(S) OF ENTITLED TRAVELLER (S):		FRT'S TAKEN DURING:	
1. _____	DOB: _____ STUDENT: Yes <input type="checkbox"/> / No <input type="checkbox"/>	This school year: _____	or 12 Month period: _____
2. _____	DOB: _____ STUDENT: Yes <input type="checkbox"/> / No <input type="checkbox"/>	This school year: _____	or 12 Month period: _____
3. _____	DOB: _____ STUDENT: Yes <input type="checkbox"/> / No <input type="checkbox"/>	This school year: _____	or 12 Month period: _____

**Family Reunion Travel - Travel by Parent(s) in lieu of all entitled travellers**

1. Family Reunion Travel (return travel):

Date	Flight	From Post	To Headquarters City	Date
Date	Flight	From Headquarters City	To Post	Date

**Entitlement**

2. Family Reunion Travel in lieu of entitled traveller benefit is to assist with the cost of Family Reunion Travel when the entitled traveller is unable, for reasons acceptable to the Senior Officer, to travel to the POST. Such authorized travel would liquidate one FRT allowance on behalf of all entitled dependent travellers regardless of their location or frequency of travel entitlement. Travel entitlement for each entitled traveller is based on criteria established in Part IX of the "Outside Canada Education of Children "How To" Book". Travel Agency itinerary of all travel costs including any airfare cost to be provided by the member with this form. Please indicate status of entitled traveller(s):

- a.  Secondary students;
- b.  Post Secondary students up to school year of 21st birthday;
- c.  Post Secondary students over age 21 up to school year of 23rd birthday;
- d.  Child not in school up to age 18 but before reaching the 19th birthday;
- e.  Child not in school aged 19 or 20 but before reaching the 21st birthday; and
- f.  Children not residing at the post visiting under a custody agreement

**4. Certification by the member  indicates to the Approving Authority that you understand the parameters of this allowance.**

- I accept this Family Reunion Travel allowance on the condition that within 30 days after completion of Family Reunion Travel, I am required to complete Part II -- *Travel Allowance – Verification and Certification* to the Approving Authority Outside Canada Support Unit.
- I understand that upon receipt of Part II -- *Travel Allowance – Verification and Certification* that the Approving Authority may adjust the Family Reunion Travel amount provided on this form if I couldn't demonstrate that the travel allowance has been used for the purpose intended. Adjustment will be the portion that is not substantiated.
- I understand that that non-compliance, submission of Part II -- *Travel Allowance – Verification and Certification*, will result in no further travel allowances until required documentation regarding this allowance has been submitted.
- I understand that proof of travel may consist of photocopy of: (a) destination hotel receipt, or (b) boarding passes, or (c) passport entries
- I understand that air travel for this Family Reunion Travel allowance is based on direct routing using the most economical airfare (which includes seat sale/excursion rate). Business Class will not be authorized.
- I also understand that airfare for this Family Reunion Travel allowance is "up to" the maximum allowed in the Part XV-Travel Rates Guidelines to cover expenses incurred.
- Ground Transportation to/from airport and en route meals \$50 X 2 = \$100.00; or
- Substantiate amount **with written outline of costs** \$ \_\_\_\_\_ (Member must keep **all** receipts for 7 years)
- I request a Family Reunion Travel Allowance in the amount of: \_\_\_\_\_
- Itinerary showing cost must be enclosed prior to Approving Authority Authorization.**  
(Member must keep all receipts for 7 years; submit photocopies for Verification and Certification.)

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Outside Canada Approving Authority Office use only.**

- Verified by Education Clerk that allowance as requested is within entitlement
- Applicable article in the Outside Canada Education of Children “How To” Book \_\_\_\_\_.
- Part II -- *Travel Allowance-Verification and Certification* received for previous FRT. Clerk’s Initials \_\_\_\_\_

Verified and Recommended by Approving Authority \_\_\_\_\_ Date:

Upon approval from NDHQ, Outside Canada Support unit is to provide the member with an authorized copy of this allowance

**NDHQ Approval and Certified pursuant to Section 34 of the FAA Block**

DEM Case # : \_\_\_\_\_

MAXIMUM FAMILY REUNION TRAVEL ALLOWED AS PER PART XV-TRAVEL RATES GUIDELINES \$ \_\_\_\_\_

TOTAL FAMILY REUNION TRAVEL ALLOWANCE AUTHORIZED IN LOCAL CURRENCY: \_\_\_\_\_

NDHQ Authority Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3225**

**MSGU Financial Coding: CC: 2300AQ Fund: C117 GL: 1211 IO: \_\_\_\_\_**

**Civilian Personnel Financial Coding: Contact DCBA 5/DEM**

(For FMAS Purposes, the text description line must show: Unit UIC, last three digits of SN and member’s last name)

Received amount of \_\_\_\_\_ Currency \_\_\_\_\_ Exchange Rate used: \_\_\_\_\_ CHEQUE NO. \_\_\_\_\_

Claimant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_ Cashier’s Initials: \_\_\_\_\_

**PART II -Travel Allowance – Verification and Certification**

**SN RANK NAME**

Travel Dates	Persons Travelling	Locations Visited	Travel Modes Used	Travel Expenses (Detail)	Other Expenses (Detail)	Total Amount Spent

**Post** \_\_\_\_\_ **Amount spent (C\$):** \_\_\_\_\_

\_\_\_\_\_ **Amount received (C\$):** \_\_\_\_\_

**Date Funds Received:** \_\_\_\_\_ **Difference:** \_\_\_\_\_

This Certification Form should be submitted within 30 days of completion of travel.  
 Additional non-accountable allowances may not be issued until overdue certifications of previous allowances are provided.  
 This report will form the basis of any subsequent verification or audit.  
 Members should ensure that they retain proof of travel as described above for 7 years, as per FAA and CCRA  
 Please fax or e-mail (as an attachment) to your Outside Canada Support Unit

**CERTIFICATION:**  
 I certify that the above information correctly describes travel undertaken under the noted CBI Chapter 10 MFSI Section 12/FSD 70-Reporting requirements and verification of allowances.  
 \_\_\_\_\_  
 Signature Date

**REPORTING REQUIREMENTS AND VERIFICATION OF ALLOWANCES**

**Approving Authority Officer Approval and Certified pursuant to Section 34 of the FAA Block**

DEM Case #: \_\_\_\_\_

MAXIMUM ALLOWANCE AUTHORIZED FOR THIS TRAVEL \$\_\_\_\_\_

1. ALLOWANCE CALCULATION OVER AND ADDITIONAL ALLOWANCE AUTHORIZED IN THE AMOUNT OF:  
\$\_\_\_\_\_
2. ALLOWANCE CALCULATION UNDER ALLOWANCE AUTHORIZED AND RECOVERY ACTION TO TAKE  
PLACE IN THE AMOUNT OF: \$\_\_\_\_\_

Approving Authority Officer Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3225**

**MSGU Financial Coding: CC: 2300AQ Fund: C117 GL: 1211 IO:\_\_\_\_\_**

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Received amount of \_\_\_\_\_ Currency \_\_\_\_\_ Exchange Rate used: \_\_\_\_\_ CHEQUE NO. \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Cashier's Initials: \_\_\_\_\_